

**Department of Children's Services**  
**INSTRUCTIONS FOR USE OF FORM**  
**CS-1223**  
**DCS Visitor Sign-In Log**

Form CS-1223 is intended for DCS Office Visitors to use upon signing into the building and signing out when they leave. At the top of the form, there is a notice advising all visitors that they are SUBJECT to a search if necessary. The notice must ALWAYS be displayed to visitors. Staff manning the front desk will instruct each visitor to read the notice, print their name and mark the time they arrived at the building. To hide the names of previous visitors, a piece of paper may be used to cover the names while still showing the notice at the top. This may be done by placing a piece of paper over the names and folding the paper underneath. Either the visitor or staff may document the time the person leaves.

The sticker version form is intended for use with sticker labels using Shipping label #5163/8163 (2"x 4"). This form includes the notice to visitors of a potential search. Staff will have each visitor sign in on the sticker labels then these labels will be removed to protect the privacy of each visitor. Removed labels can be placed in a binder to keep record of past visitors.